



Instructor Bulletin 03-15

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ELECTRONIC DOCUMENTATION OF REQUIRED TRAINING

During the past several years the Department has been approached by school districts, school bus contractors, and private software manufactures regarding the Department's position on electronically produced training records for training conducted in accordance with *Education Code* sections 40080–40090. Historically, dating back to the early 1980's many organizations from within California's school bus industry have either purchased or created their own software programs to record and track the training of school bus, SPAB, and farm labor drivers. Each year new companies enter into this arena attempting to create products that will assist carriers with the time intensive task of training documentation. The Department's position is that of neither endorsing nor prohibiting the use of such training documentation software.

The Department has recently placed on the OST website www.cde.ca.gov/bus a PDF version of the latest edition (Rev. 1-02) of the California Department of Education's Training Certificate Form T-01. This is the official State of California document printed by the Department of Education and distributed by the California Highway Patrol. It is the only form approved for use in the documentation of the training required in *Education Code* sections 40080-40090. Any other form created by any other source is not approved nor recognized by the Department. It will be the Department's position to recommend to the California Highway Patrol that their school bus officers and coordinators not accept documentation of required training on any other form other than the Department's approve Training Certificate Form T-01.

Questions regarding this instructor bulletin can be directed to the Department of Education's Office of School Transportation at (916) 375-7100.